



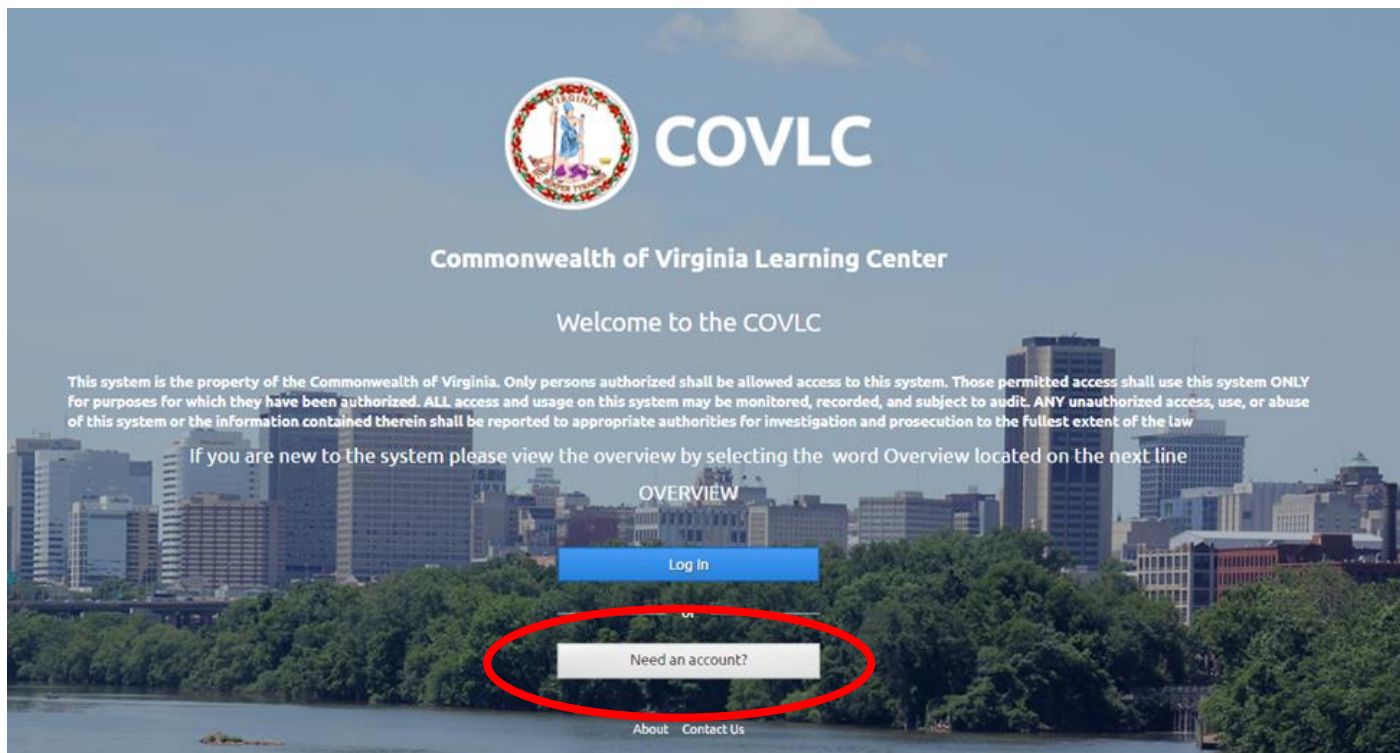
Virginia Department of
Emergency Management

How to Create a VDEM Account in the Commonwealth of Virginia Learning Center

Date: July 13, 2021

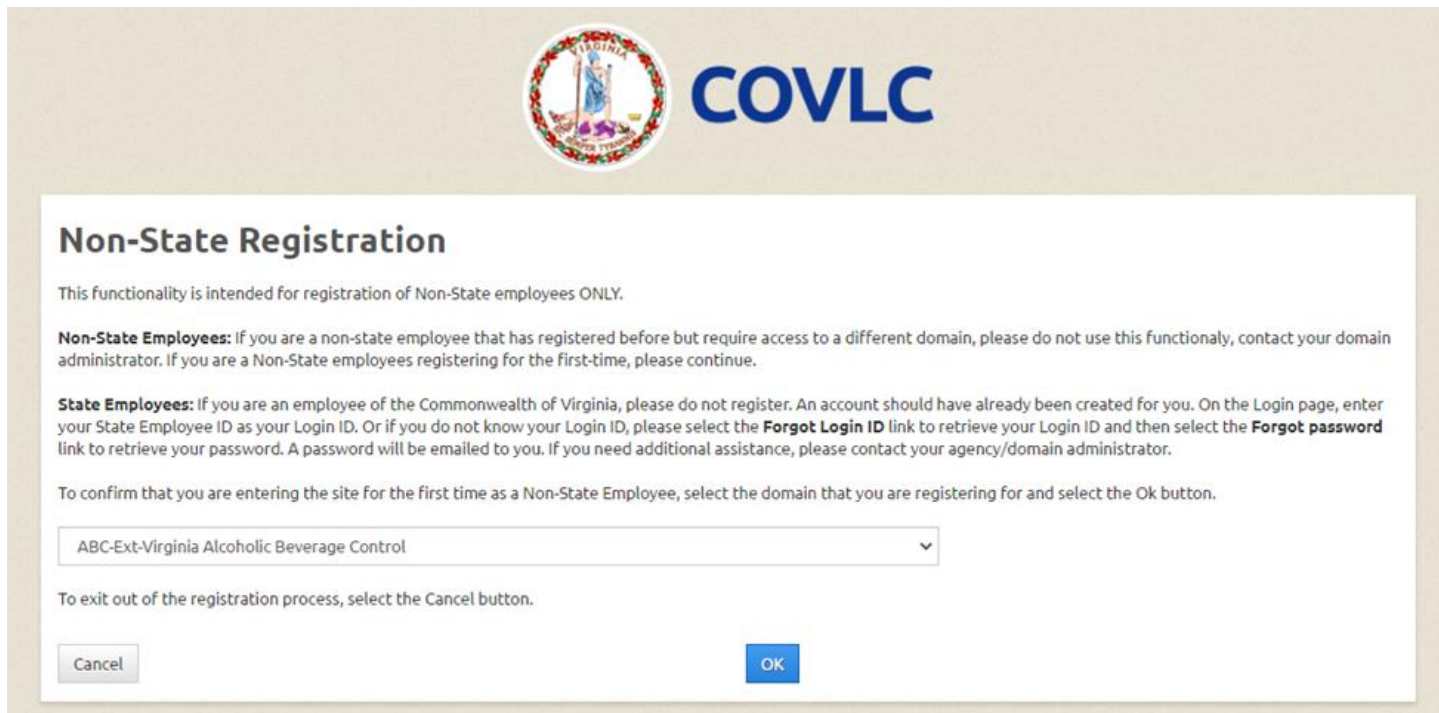
To create a VDEM account in the Commonwealth of Virginia Learning Center, visit: <https://covlc.virginia.gov> and click on “Need an Account?”


*If this button is overlaid with “Contact Us”, please use a different browser.



IMPORTANT – The non state registration enables non-state employees to access the VLC and take courses. If you are an employee of a State agency you most likely already have an account and should contact the VDEM help desk to gain access to VDEM's domain. If you do not have a VLC account and desire to take a VDEM course, you must choose VDEM as your organization to proceed. Please **DO NOT** select your domain, as we cannot approve any accounts that are outside of VDEM.

You must select VDEM's domain on this page by clicking on the drop down arrow and scrolling down (see next step).



 **COVLC**

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a different domain, please do not use this functionality, contact your domain administrator. If you are a Non-State employees registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account should have already been created for you. On the Login page, enter your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your Login ID and then select the **Forgot password** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency/domain administrator.

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering for and select the Ok button.

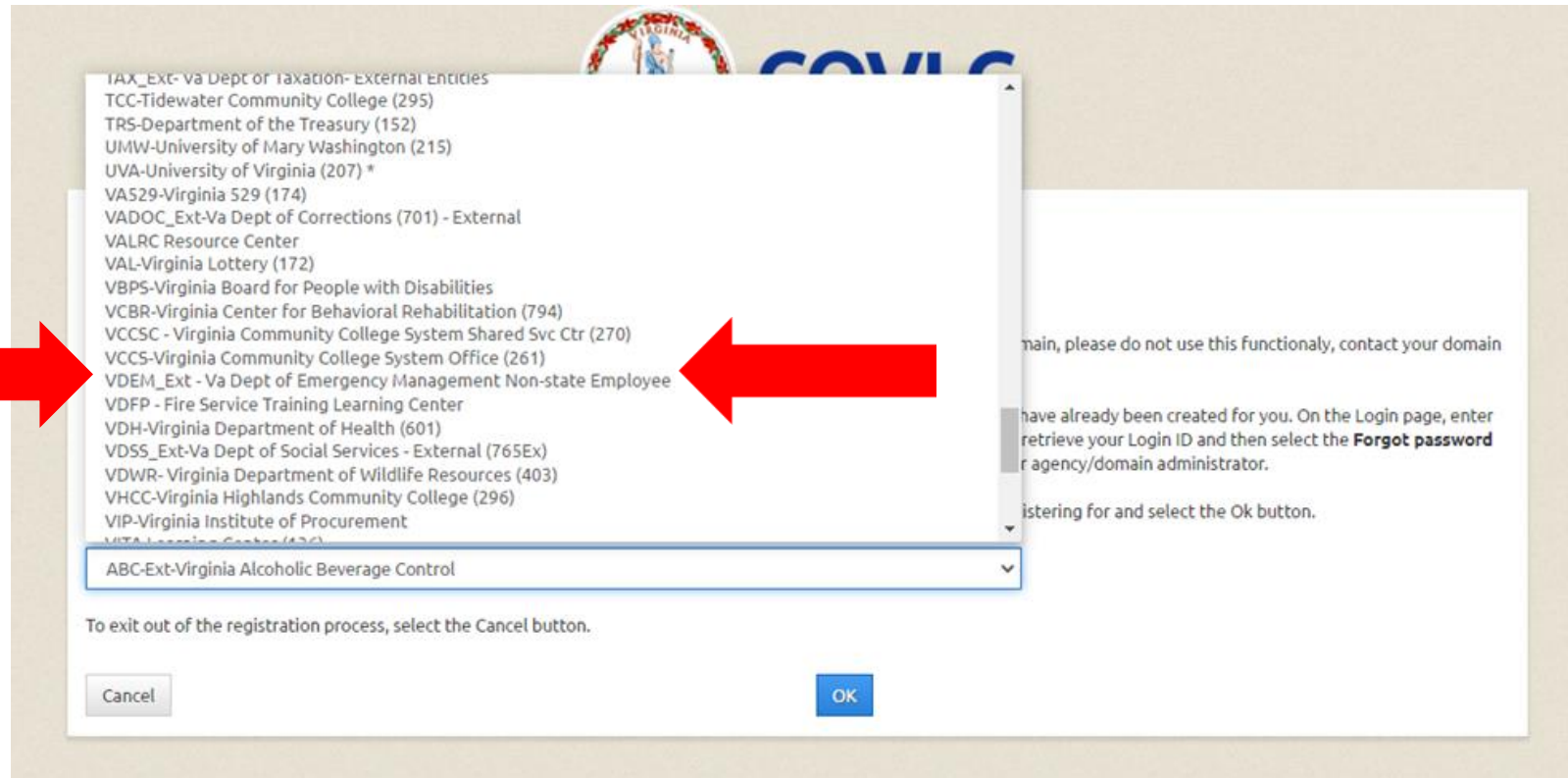
ABC-Ext-Virginia Alcoholic Beverage Control ▼

To exit out of the registration process, select the Cancel button.



IMPORTANT – You must select the correct domain to proceed! Please **DO NOT** select your domain, as we cannot approve any accounts that are outside of VDEM.

Choose **VDEM_Ext – Va Dept of Emergency Management Non-state Employee** here and click “Ok”.



A screenshot of a domain selection window. The window contains a list of domains. Two red arrows point to the domain 'VDEM_Ext - Va Dept of Emergency Management Non-state Employee'. The domain is highlighted in blue. Below the list, there is a 'Cancel' button and an 'OK' button. The text 'To exit out of the registration process, select the Cancel button.' is visible above the buttons.


IAAX_Ext-Va Dept of Taxation- External Entities
TCC-Tidewater Community College (295)
TRS-Department of the Treasury (152)
UMW-University of Mary Washington (215)
UVA-University of Virginia (207) *
VA529-Virginia 529 (174)
VADOC_Ext-Va Dept of Corrections (701) - External
VALRC Resource Center
VAL-Virginia Lottery (172)
VBPS-Virginia Board for People with Disabilities
VCBR-Virginia Center for Behavioral Rehabilitation (794)
VCCSC - Virginia Community College System Shared Svc Ctr (270)
VCCS-Virginia Community College System Office (261)
VDEM_Ext - Va Dept of Emergency Management Non-state Employee
VDFF - Fire Service Training Learning Center
VDH-Virginia Department of Health (601)
VDSS_Ext-Va Dept of Social Services - External (765Ex)
VDWR- Virginia Department of Wildlife Resources (403)
VHCC-Virginia Highlands Community College (296)
VIP-Virginia Institute of Procurement
VITA Learning Center (420)
ABC-Ext-Virginia Alcoholic Beverage Control

To exit out of the registration process, select the Cancel button.

Cancel OK




You only need to fill in the fields with an asterisk here. Once you have an account, you are able to change your information if you'd like. It helps us if you include a middle initial.



COVLC

Create New Account

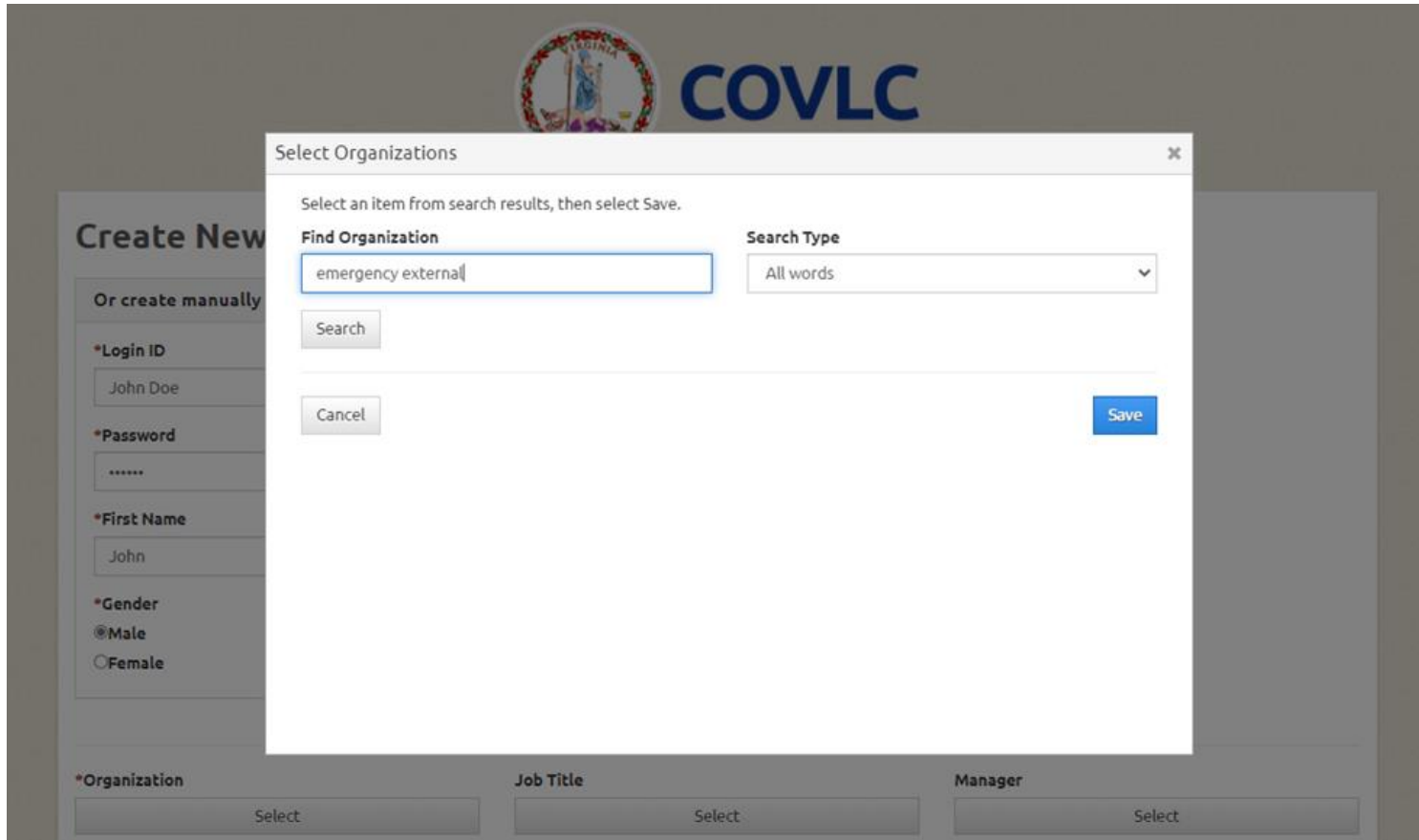
Or create manually

*Login ID	*Email Address	
<input type="text" value="John Doe"/>	<input type="text" value="john.doe@unknown.com"/>	
*Password	*Confirm Password	
<input type="password" value="*****"/>	<input type="password" value="*****"/>	
*First Name	Middle Name	*Last Name
<input type="text" value="John"/>	<input type="text" value="D"/>	<input type="text" value="Doe"/>
*Gender	*Date of Birth	
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text" value="1/1/1990"/> 	

*Organization	Job Title	Manager
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>



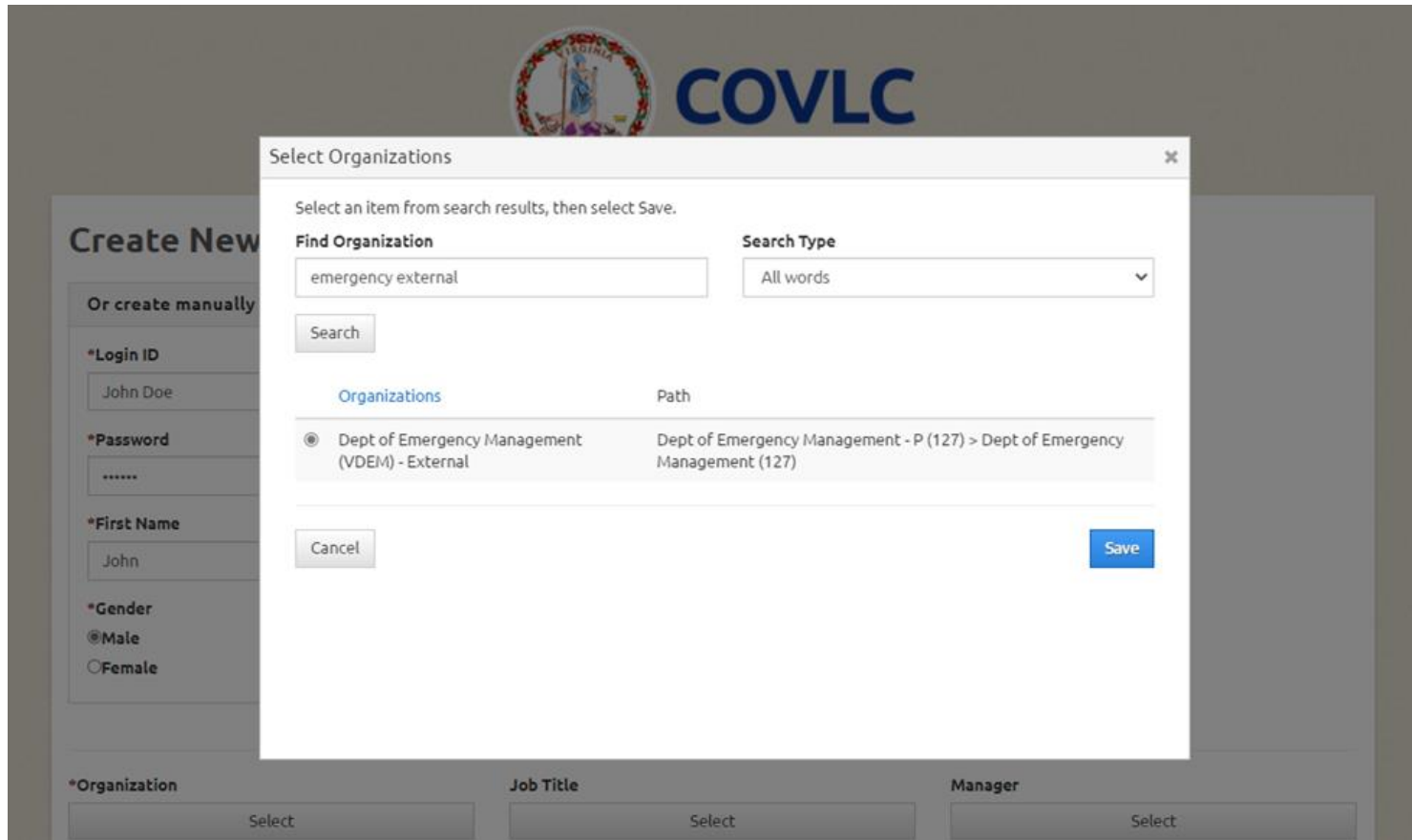
You will be using VDEM as your organization for this account.
Please type in the box “emergency external” and click “Search”.



The screenshot shows the COVLC (Commonwealth of Virginia Law Enforcement) 'Create New' user interface. A modal window titled 'Select Organizations' is open, prompting the user to 'Select an item from search results, then select Save.' The modal contains a 'Find Organization' text input field with the text 'emergency external' entered. To the right of the input field is a 'Search Type' dropdown menu currently set to 'All words'. Below the input field are 'Search' and 'Cancel' buttons. A 'Save' button is located at the bottom right of the modal. In the background, the 'Create New' form is partially visible, showing fields for 'Login ID' (John Doe), 'Password' (masked with asterisks), 'First Name' (John), and 'Gender' (Male selected, Female unselected). At the bottom of the background form, there are three dropdown menus for '*Organization', 'Job Title', and 'Manager', all currently set to 'Select'.



Dept. of Emergency Management (VDEM) – External should populate. Click on the radio button and then click “Save”.



The screenshot shows the COVLC (Commonwealth of Virginia Law Enforcement System) interface. A modal window titled "Select Organizations" is open, displaying search results for "emergency external". The modal includes a search bar, a search type dropdown set to "All words", and a table of results. The first result, "Dept of Emergency Management (VDEM) - External", is selected with a radio button. The modal also features "Cancel" and "Save" buttons. In the background, the "Create New" form is visible, showing fields for Login ID, Password, First Name, Gender, Organization, Job Title, and Manager.

COVLC

Select Organizations

Select an item from search results, then select Save.

Find Organization **Search Type**

emergency external All words

Search

Organizations	Path
<input checked="" type="radio"/> Dept of Emergency Management (VDEM) - External	Dept of Emergency Management - P (127) > Dept of Emergency Management (127)

Cancel Save

Create New

Or create manually

*Login ID
John Doe

*Password

*First Name
John

*Gender
☒ Male
☐ Female

*Organization
Select

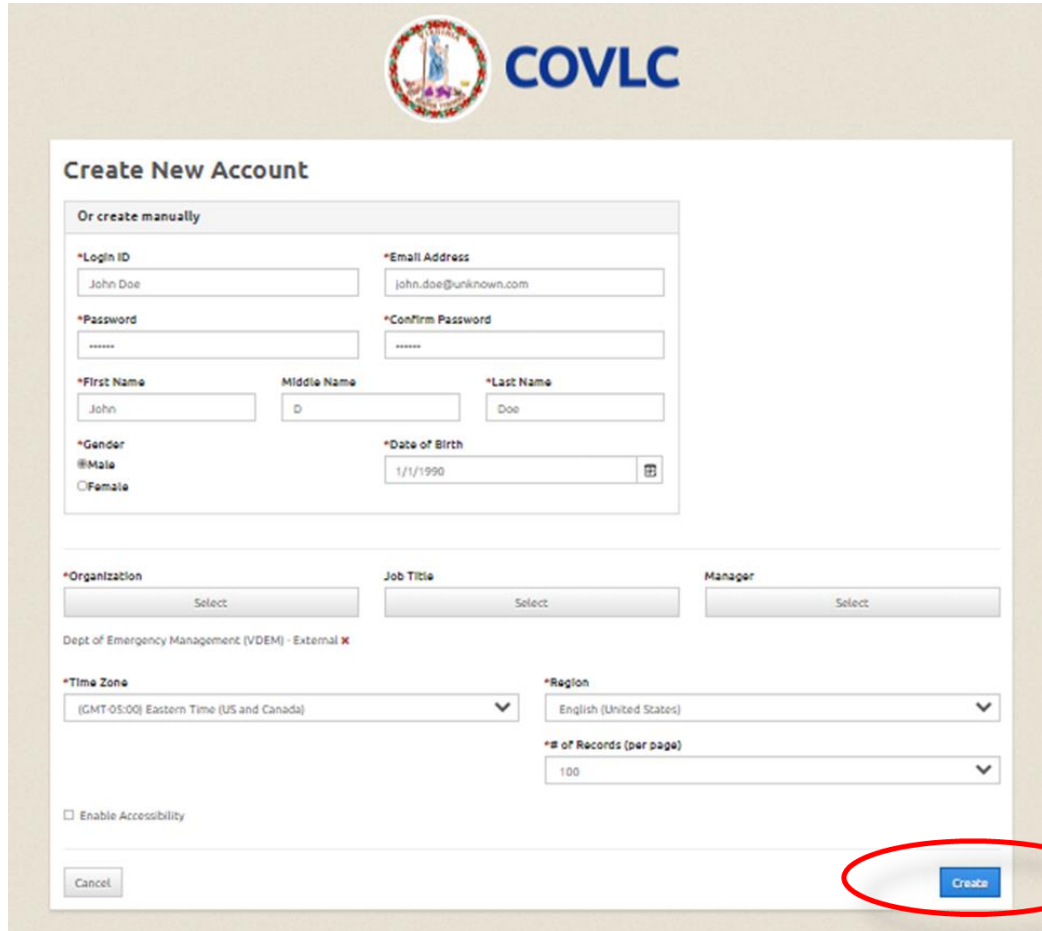
Job Title
Select

Manager
Select



Once you have completed the fields necessary, click “Create” to submit your request. It may take up to 72 hours for your account to be approved.

****If it says your email is already in the system, you may have an account, and you should not attempt to create a new one. Please contact us if you receive this message.**



COVLC

Create New Account

Or create manually

*Login ID: John Doe

*Email Address: john.doe@unknown.com

*Password: *****

*Confirm Password: *****

*First Name: John

Middle Name: D

*Last Name: Doe

*Gender: ☒ Male ☐ Female

*Date of Birth: 1/1/1990

*Organization: Select

Job Title: Select

Manager: Select

Dept of Emergency Management (VDEM) - External ✕

*Time Zone: (GMT-05:00) Eastern Time (US and Canada)

*Region: English (United States)

*# of Records (per page): 100

☐ Enable Accessibility

Cancel Create



Registering for Training:

1. Once you are logged in, your home page is your Training Home. On this page you will find things such as Upcoming Learning, Completed Training, Announcements, etc.
2. On the right side, you will see a **Search** text box.
3. Type in the course title or number (i.e. ics 300, g290, hseep). It is helpful to keep it on All Words and click Search.
4. A list of related courses should populate.
5. Click the desired course title/link.
6. The next page you will find a course synopsis. Below that you will see sections by date and location. There should be an enroll tab directly next to each section.



Helpful Information:

- If you think you have an account with VDEM but forgot your login information, email our Help Desk at lmshelp@vdem.virginia.gov.
- If you know your Login ID, but forgot your password, you can try the “Forgot Password” tab. The system will email you a temporary password. *If you do not get an email, please check your spam folder. If there is not an email there, your account may be inactive or you may have an old or incorrect email listed in the system. Please send us an email, and we will try to help.*
- If you search for a training and cannot find it, you may not have access to view it. Please contact us if this issue comes up.



Contact Us:

Email: Imshelp@vdem.virginia.gov

Phone: 804-267-7697

